CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1811   **TITLE:** DATABASE ADMINISTRATOR I   **GRADE:** S-27

DEFINITION:
Under general supervision, provides database support usually limited to developmental environments including database utilities, SQL report writing, assisting in database migrations from development to acceptance to training, assisting in query development, and providing first-line help desk support; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:
This is entry level database administration work. It is distinguished from the Database Administrator II in that database support is primarily in a developmental environment. At the Database Administrator level database activities are performed in both a developmental and production environment.

ILLUSTRATIVE DUTIES:
Assists in ensuring all database environments are operating with proper data communication interfaces;
Ensures that all application databases are on-line;
Supports staff in the use of database software products for business applications and query and reporting;
Supports agency users in accessing and retrieving data on-line or through batch processing;
Writes SQL reports;
Supports client/server access to database;
Assists in installing and configuring appropriate software for PC access parameters;
Assists in database development and access;
Troubleshoots client/server and database problems;
Assists in testing new versions before distribution;
Assists in performing data dictionary administrator functions;
Provides database administration assistance to staff and contractors;
Performs migration of application system components;
Assists in troubleshooting performance problems;
Assists in the design, development, implementation, and maintenance of database application systems;
Assists in performing database administration functions such as sizing databases, creating network and SLQ schemas, subschemas, views and DMCL, reviewing system and program design specifications, assisting in error debugging and program performance;
Assists in testing and debugging new releases;
Attends training workshops, product demonstrations, conferences, and technical briefings;
Stays abreast of technology changes.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of the principles, practices and methods related to database management systems and administration;
Some knowledge of data administration policies and standards, data definition, modeling and logical design, database design, and quality control;
Some knowledge of database management systems (such as Oracle, IDMS, or DB2);
Ability to communicate effectively, both orally and in writing;
Ability to analyze, evaluate, troubleshoot, and resolve database system problems;
Ability to conduct research into and evaluate new database technology;
Ability to prepare user manuals and systems documentation;
Ability to translate technical terminology into terms understandable to management and employees;
Ability to establish and maintain effective business relationships.

EMPLOYMENT STANDARDS:
Any combination of education, experience and training equivalent to the following:
Bachelor's degree in computer science, or related field;
PLUS six months' experience in the database management systems area.

CERTIFICATES AND LICENSES REQUIRED:
None.

                                            ESTABLISHED: May 24, 1999